



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 12, 2017

DIRECTORS PRESENT

Michael Safranski, Committee Chair
Glenn Acosta, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Committee Chair Safranski called the December 12, 2017, Executive Committee Meeting to order at 6:00 PM.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

The September 25, 2017, Executive Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION

The Committee approved, and recommended that the Board receive and file the September 25, 2017, Executive Committee Meeting Recap (Consent Calendar).

ITEM 2: DISCUSSION CONCERNING PENDING/FUTURE BOARD AGENDA TOPICS

Mr. Ruiz presented this matter to the Committee for review. Committee Member Acosta commented on the current condition of the District's fire hydrants, and asked if there was a need to contract fire hydrant painting with a third-party vendor; Mr. Ruiz reported that District staff has started a fire hydrant repainting program, and that one hundred of the District's five hundred fire hydrants have been painted to date.

Mr. Ruiz briefly reviewed the Pending/Future Board Agenda Topics with the Committee, and provided the following highlights:

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December 20, 2017 Regular Board Meeting

- *Election of Board Officers*

Discussion occurred concerning President and Vice President Term limits in accordance with the District's General Policy, Rules and Regulations.

- *Board Member Committee Appointments and Agency Representative Assignments*

Committee Member Acosta asked that this matter be presented to the Board as a discussion item to allow the Directors to consider possible changes to appointments and assignments.

- *Security Monitoring of District Facilities*

Mr. Ruiz reported that District staff received four proposals for security services of District facilities and properties due to an increase in trespassing and vandalism. Committee Member Acosta asked that District staff consider the District's overall security needs.

- *General Legal Counsel Contract*

Mr. Ruiz advised that the attorneys with Bowie, Arneson, Wiles, District's Legal Counsel Firm, will be joining the law firm Atkinson, Andelson, Loya, Ruud, Romo (AALRR) effective January 1, 2018. Mr. Ruiz recommended that the District contract with AALRR based on continuing with the current legal counsel, including Mr. Rob Anslow. Mr. Ruiz added that the current rates are expected to be honored through the end of the fiscal year.

- *Personnel Policy Update*

Mr. Ruiz presented a summary of the proposed Personnel Policy Update for Committee review. Discussion occurred concerning the proposed changes and feedback received from District staff. Committee Member Acosta commented that staff feedback is an important component for future updates to the Personnel Policy. Mr. Ruiz added that the District's sick time/personal time off section of the policy is consistent with State law, but that he would like review this specific section for possible revisions at a later date. Committee Chair Safranski commented that the policy needs to be consistent with State law while meeting the District's needs.

- *Closed Session – General Manager Evaluation & Service Agreement*

Mr. Ruiz commented that his annual evaluation will be agendized for Closed Session with the Board of Directors.

January 17, 2017

- *Trabuco Canyon Improvement Corporation & Trabuco Canyon Public Financing Authority Annual Meetings*

Mr. Ruiz reported that the Annual Meetings for the Trabuco Canyon Improvement Corporation and Trabuco Canyon Public Financing Authority will be held on the same night of the Regular Board Meeting. Discussion occurred concerning the District's financial standing and the scheduled defeasement of the Series C Bonds.

Discussion occurred concerning the District's Emergency Preparedness Policy and current practices for ongoing communications in the event of a disaster or emergency. Committee Member Acosta recommended that District staff revisit the current Emergency Preparedness Plan. Committee Chair Safranski recommended that District staff evaluate the current methods of staff development and training.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

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ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Ruiz reported on the following matters:

- Mr. Ruiz reported that the District Property Ad Hoc Committee is scheduled to meet on Saturday, January 6, 2018, and the owner of T-Y Nursery has been invited to discuss matters related to the District's property and T-Y Nursery property. Mr. Ruiz added that the Committee will discuss security site improvements to the District's Porter Property. Discussion occurred concerning the importance of reviewing the property deed and considering options for future administrative facility locations, if necessary.
- Mr. Ruiz asked the Committee about scheduling the next Executive Committee Meeting; Committee Member Acosta recommended meeting in late February or early March, prior to the March 21, 2018 Regular Board Meeting.
- Mr. Ruiz reported that District staff will hold a Holiday Luncheon on December 20, 2017 at 11:30AM, and will extend an invitation to the Board of Directors to attend.
- Mr. Ruiz reported that he would be reviewing staffing levels and organizational needs in the coming months, and will report to the Board at a future Regular Board Meeting.

ADJOURNMENT

Committee Chair Safranski adjourned the December 12, 2017, Executive Committee Meeting at 7:07 PM.